

**TROPICAL STORM/TROPICAL CYCLONE CONDITION OF READINESS ACTION TABLE**

1. There are two types of tropical cyclones, less than 64 knots (Tropical Storm) and greater than 64 knots (Hurricane). Each condition has different actions that must be accomplished. For a Hurricane, carry out all actions. For a Tropical Storm, carry out only the **bolded** actions.

Responsible	Condition of Readiness					Action	Complete
	V	IV	III	II	I		
NAVSTA NORVA CDO	As required					Ensure quarterdeck watchstanders review and understand tropical cyclone procedures and proper utilization of the phone tree.	
NAVSTA NORVA CDO	X	X	X	X	X	Notify CO/XO/Director Special Operations upon notification from SOPA ADMIN HAMPTON ROADS of tropical storm/cyclone conditions.	
NAVSTA NORVA Executive Officer/CDO	X	X	X	X	X	Notify primary commands, Regional Programs Representatives, and NAVSTA Department Heads/Special Assistants to set tropical storm/cyclone condition by quickest means available utilizing reference (f). Ensure primary commands notify secondary commands.	
NAVSTA NORVA Executive Officer/CDO	X	X	X	X	X	Notify SOPA ADMIN HAMPTON ROADS AREA when each tropical storm/cyclone condition is set. Follow condition setting with message in accordance with format outlined in enclosure (5).	
NAVSTA NORVA Executive Officer/CDO	X	X	X	X	X	Perform NAVSTA inspections and report problems to PWO zone manager for action.	

Responsible	Condition of Readiness					Action	Complete
	V	IV	III	II	I		
NAVSTA NORVA Executive Officer/CDO	X	X	X	X	X	Coordinate all disaster preparedness efforts with NAVSTA Department Heads, Special Assistants, tenant activities and Regional Program Representatives.	
NAVSTA NORVA Executive Officer			X	X	X	Call meeting of all NAVSTA Department Heads, Special Assistants and storefronts to discuss tropical storm/cyclone precautions, conditions and action items remaining.	
NAVSTA NORVA Executive Officer				X	X	When directed by Installation Commander, dismiss BRAVO personnel.	
NAVSTA NORVA Executive Officer				X	X	Direct the opening of hurricane shelter for alpha personnel only in Bldg. U-40 or O-26.	
NAVSTA NORVA Executive Officer				X	X	Cancel liberty for all Naval Station personnel living in barracks, so personnel living off base may be released to assist families.	
NAVSTA Officer of the Day/JOOD	X	X	X	X	X	Notify NAVSTA XO/CDO when NAVAL STATION NORFOLK SUBAREA has attained the condition of readiness.	
NAVSTA Message Center Supervisor	X	X	X	X	X	Provide personnel to assist the CDO in the downloading and distribution of message traffic. Download every 4 hours (COR 5, 4, 3) every hour (COR 2, 1)	
All commands, storefronts, NAVSTA Department Heads/Special Assistants	X					Review local procedures to ensure that the most current instructions are on hand and up-to-date.	

Responsible	Condition of Readiness					Action	Complete
	V	IV	III	II	I		
All <u>Primary</u> Commands (bolded) as listed in reference (f).	X	X	X	X	X	When ordered, primary commands notify secondary commands to set each tropical storm/cyclone condition. <u>Secondary commands report to primary commands when condition is set.</u>	
All <u>Primary</u> Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants	X	X	X	X	X	Notify NAVSTA Norfolk CDO/OOD at 322-2365/66/67 upon completion of condition settings as required. All commands shall report within eight hours (COR V, IV, III), six hours (COR II), and two hours (COR I) of notification and report if condition is set or outstanding items are remaining.	
All Commands, Regional Program Representatives, NAVSTA Department Heads and Special Assistants	X					Verify recall bill. Ensure all military/civilian personnel have been designated ALPHA or BRAVO. Submit ALPHA numbers to Special Operations at 322-2323 or fax 444-0951.	
All Commands, Regional Program Representatives, NAVSTA Department Heads, and Special Assistants	X	X	X	X	X	Police areas around buildings for missile hazards.	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants	X	X	X			Determine requirements for working parties and whether outside assistance will be required. Inform the Director Special Ops at 322-2320.	

Responsible	Condition of Readiness					Action	Complete
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All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants	X					Alert personnel that they are subject to recall from liberty/off-duty status. Ensure that telephone lists of personnel residing on/off base are current.	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants		X	X	X	X	Commence stowing exposed portable equipment.	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants		X	X	X		Submit sandbag requirements list to NAVSTA Disaster Prep Division 444-2298. Pickup after COR III is set.	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants		X	X	X	X	Relocate material stored in buildings subject to flooding to upper shelves or other locations to minimize water damage.	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants			X	X	X	Advise the XO/CDO, NAVSTA NORVA, of anticipated personnel needs that may necessitate cancellation of liberty. Approve only emergency leave for key military and civilian personnel. (ALPHA PERSONNEL ONLY).	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants			X	X	X	Ensure that gas tanks are topped off on all Government vehicles.	

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All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants				X	X	All personnel remaining on board should report to the NAVSTA Shelter Bldg. U-40 or O-26. (Bldg. O-26 WILL BE OPENED ONLY AS DIRECTED). If required to remain in worksite, contact the Special Operations Office 322-2323/2320 or fax Bldg. number and list of personnel to 444-0951.	
All Commands, Regional Program Representatives, NAVSTA Department Heads/Special Assistants					X	All personnel remain in secured areas during height of the storm (winds >50 knots). Make damage reports to NAVSTA OPCON center 322-2323.	
NAVSTA Special Operations	As required					Begin tracking storm.	
NAVSTA Special Operations	As required					Provide detailed briefing to Naval Station Department Heads/Special Assistants to assure familiarity with the Destructive Weather Instruction.	
NAVSTA Special Operations	As required					Maintain liaison with Norfolk Emergency Management Coordinator for hurricane planning.	
NAVSTA Special Operations	As required					Compile master list of all phone numbers needed to prepare and restore from destructive weather.	
NAVSTA Special Operations	As required					Act as the Operations Control Center for the purpose of dispatching working parties.	

Responsible	Condition of Readiness					Action	Complete
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NAVSTA Special Operations	X	X	X			Flush, fill and treat (8) water buffaloes.	
NAVSTA Special Operations	X	X	X	X	X	Utilize base marquee signs, NAVSTA web site (www.navstanorva.navy.mil) NAVSTA Norfolk info line (322-2330), inclement weather info line (444-0000 option 3), and group pager system to ensure the widest dissemination of storm conditions and base preparation information.	
NAVSTA Special Operations	X	X	X	X	X	Brief NAVSTA CO/XO daily on storm track or condition changes.	
NAVSTA Special Operations	X	X	X	X	X	Coordinate disaster preparedness efforts with NAVSTA Department Heads, Special Assistants, Regional Program Representatives and Tenant Activities.	
NAVSTA Special Operations			X	X	X	Advise CNRMA of any assistance required in implementation of storm measures.	
NAVSTA Special Operations			X	X	X	Have phone watch manned at Disaster Control OPCOM Center 322-2323.	
NAVSTA Special Operations			X	X	X	Man Heckler and Lima Nets and establish Control Center.	
NAVSTA Special Operations			X			Contact Medical representative at 314-6283/4 to test water buffaloes IAW Chapter 9 of the Preventive Medicine Manual.	

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NAVSTA Special Operations			X			Liaison with Branch Medical Clinic, Norfolk, to place qualified medical teams on standby for shelter operations.	
NAVSTA Special Operations				X		Notify Branch Medical Clinic, Norfolk, to man hurricane shelter Bldg. U-40 or O-26 with qualified emergency medical personnel. (Bldg. O-26 WILL BE OPENED AS DIRECTED).	
NAVSTA Special Operations				X	X	Set up emergency power to NAVSTA shelter.	
NAVSTA Special Operations					X	Provide city shelter info to NAVSTA shelter.	
Sewells Point Public Works Officer	X	X	X	X	X	Ensure contracts are prepared for the use of rental equipment and delivery times/locations are established (i.e., generators and portable toilets).	
Sewells Point Public Works Officer	X	X	X	X	X	Perform storm preparations by identifying material on base to be secured or cleared.	
Sewells Point Public Works Officer	X					Establish/inspect areas to be utilized for storm debris collection. Coordinate with environmental.	
Sewells Point Public Works Officer		X				Ensure accommodations (berthing, water jugs, toiletries) for CONCAP personnel are arranged for recovery period following storm.	
Sewells Point Public Works Officer		X	X	X	X	Inspect construction sites and contractor laydown areas. Ensure barriers are placed around open holes/ditches in roadways.	

Responsible	Condition of Readiness					Action	Complete
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Sewells Point Public Works Officer			X	X	X	Coordinate and prioritize movement of service craft and GOV vehicles to safe havens in LP area.	
NAVSTA Disaster Preparedness Officer	X	X	X	X	X	Request working parties as necessary and commence preparing base for destructive weather.	
Disaster Preparedness Division	X					Operationally test all disaster support equipment.	
NAVSTA Disaster Preparedness Division	X	X	X	X		Coordinate with brig to fill sandbags 444-5215 x173. Stage sandbags at Bldg. SP-233 for pickup.	
NAVSTA Disaster Preparedness Division			X	X	X	Gas all vehicles, gas powered chain saws, generators, and other gasoline driven equipment.	
NAVSTA Disaster Preparedness Officer			X	X	X	Provide two personnel to Special Operations OPCON for damage control communication and assessment logging.	
NAVSTA Disaster Preparedness Officer				X	X	Establish six working parties for zone recovery. Each party to be manned with enclosure (6) items.	
NAVSTA Disaster Preparedness Officer				X	X	Coordinate working parties with Shelter Manager to assist in activation of shelter.	
OIC Oceana Air DET Norfolk		X	X	X	X	Prepare to shelter aircraft or evacuate from destructive weather IAW ref (b).	
Regional Port Operations Officer		X	X	X	X	Advise the Commanding Officer of status of the waterfront, the availability of service craft, and craft that can be made available for use elsewhere.	



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Regional Port Operations Officer		X				Restore service craft machinery that has been disabled for routine maintenance.	
Regional Port Operations Officer		X	X			Be prepared to assist in execution of sortie of ships to sea, hurricane anchorages or safe haven.	
Regional Port Operations Officer		X				As directed, utilizing enclosure (3) of reference (d), send out message from Program Manager Port Operations to all ships present in Hampton Roads to publish (for planning purposes) order/interval of sortie, anchorage assignments, and berthing plan for ships remaining in port. (NOT AN ORDER TO SORTIE.)	
Regional Port Operations Officer		X				Commence movement of vessels unable to sortie to safe haven berths and assist in procurement and placement of additional storm mooring lines.	
Regional Port Operations Officer Magnetic Silencing Facility		X				Fuel all boats and check for proper operation.	
Regional Port Operations Officer			X			Standby to assist with pilots and tugs for emergency sortie of forces afloat after Tropical Cyclone Condition III is set. Sortie may commence within 36 hours (Sortie C).	

Responsible	Condition of Readiness					Action	Complete
	V	IV	III	II	I		
Regional Port Operations Officer			X	X	X	Complete actions to protect small boats, equipment, assets, and waterfront facilities.	
Regional Port Operations Officer			X	X	X	Upon completion of missions, send all service craft to berthing areas for safe haven.	
Regional Port Operations Officer			X	X	X	Keep Commanding Officer, Naval Station Norfolk apprised of the availability of tugs.	
Regional Port Operations Officer Magnetic Silencing Facility			X	X		Inspect Deperming and Degaussing facilities and secure/remove loose gear.	
Regional Port Operations Officer				X		As directed by Special Operations, provide ten coxswains to the Special Operations Division for small boat operation.	
Regional Port Operations Officer Magnetic Silencing Facility				X	X	Relocate boats/floating equipment to a safe area.	
Regional Port Operations Officer Magnetic Silencing Facility					X	Abandon Deperming and Degaussing site. Muster all personnel and report to NAVSTA OOD/CDO that Deperming and Degaussing facilities are secured. Assist NNSY with safe haven of ships.	
Sewells Point Safety Officer			X	X		Secure ordnance movements when winds are > 35 MPH or lightning is within five mile radius.	

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	V	IV	III	II	I		
Sewells Point Combined Bachelor Housing Officer	X					Inventory shelter kits, check for outdated items and replace as necessary. Provide inventory list to Disaster Preparedness Coordinator.	
Sewells Point Combined Bachelor Housing Officer Shelter Managers	X					Review shelter team assignments and brief teams on shelter operations.	
Sewells Point Combined Bachelor Housing Officer			X			Contact NAVSTA CO to determine if barracks will be evacuated. If barracks to be evacuated, notify occupants to either evacuate base or move to shelter. If occupants move into shelter they will become part of working parties that are involved with preparing base. If personnel remain in barracks then tracking of occupants remaining is necessary in the event of building damage.	
Sewells Point Combined Bachelor Housing Officer			X			Maintain all spare berthing space in readiness for occupancy by stranded personnel.	
Sewells Point Combined Bachelor Housing Officer			X			If required, provide berthing for stay-behind personnel of sortie ships.	
Sewells Point Combined Bachelor Housing Officer			X			Provide Special Operations with the number of available bunks in barracks.	
Sewells Point Combined Bachelor Housing Officer			X	X		Coordinate preparations for hurricane shelters. Assign shelter teams. Provide shelter staff rosters to Special Operations.	

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Sewells Point Combined Bachelor Housing Officer			X			Perform test of all equipment to be used at the shelter (i.e., flashlights, radios, cell phones, etc.).	
Sewells Point Combined Bachelor Housing Officer Shelter Managers				X	X	Open shelters when directed and keep a record of all sheltered personnel.	
Sewells Point Combined Bachelor Housing Officer Shelter Managers				X	X	Fill and store all portable water containers in shelters.	
Sewells Point Combined Bachelor Housing Officer Shelter Managers				X	X	Make telephone or radio status reports to the NAVSTA QD 322-2365/66/67 and Special Operations OPCOM 322-2323 every hour.	
Sewells Point Combined Bachelor Housing Officer Shelter Managers					X	Inspect outside area of building to ensure readiness for destructive weather (secure loose gear).	
Sewells Point Combined Bachelor Housing Officer					X	Confirm meal hours with galley. Provide information to shelter and Special Operations.	
Supply Logistics Storefront Norfolk		X	X			Ensure supply requisitions are prepared for procurement of an adequate supply of water, batteries, water containers, MRE's, hygiene items, etc., to support emergency shelters.	
Supply Logistics Storefront Norfolk Director				X	X	Have personnel process emergency requisitions and pick up emergency supplies from FISC.	

Responsible	Condition of Readiness					Action	Complete
	V	IV	III	II	I		
Norfolk Regional Food Service Coordinator	X	X	X	X	X	Coordinate with Galley and Disaster Preparedness Officer 444-4218 to provide refreshments to working parties on base.	
Norfolk Regional Food Service Coordinator				X	X	Prepare to man and operate the galley for extended feeding periods. Provide rations for night duty personnel. Provide emergency feeding for shelter as required.	
Norfolk Regional Food Service Coordinator				X		Deliver MRE's to shelters U-40 or O-26. (Bldg. O-26 WILL BE OPEN ONLY AS DIRECTED).	
Naval Station Command Chaplain					X	Report to Bldg. U-40 or Bldg. O-26 for shelter support. (Bldg. O-26 OPEN ONLY AS DIRECTED).	
OIC NCBU-411		X	X			Deliver sand to Brig for sandbags as directed by PWO.	
OIC NCBU-411			X			Commence securing job sites.	
OIC NCBU-411			X	X	X	Supplement NAVSTA working parties as permitted.	
OIC NCBU-411				X		Move Civil Engineer Support Equipment to Bldg. B-30.	
OIC NCBU-411					X	Move Seabee personnel to Bldg. B-30, 3rd deck.	
CO Training Support Command Hampton Roads			X	X	X	Provide 50 personnel to work teams in assisting Naval Station Norfolk in preparation and recovery from destructive weather. Contact Special Operations at 322-2320 or 322-2323 for instructions and pick-up.	
CO Training Support Command Hampton Roads				X	X	Incorporate the Fire School Team at SDA-309 with Special Operations. Stand up and report number of personnel available for emergent needs to Special Operations at 322-2320 or 322-2323.	

Responsible	Condition of Readiness					Action	Complete
	V	IV	III	II	I		
Naval Station CMAA		X	X	X		Contact Disaster Preparedness Officer at 444-4218 and utilize restricted personnel in preparing base for storm.	
Naval Station CMAA				X	X	When shelter opens at Bldg. U-40 or O-26, provide two MAA for security and communication purposes.	
Naval Station CMAA				X		Provide four portable radios to be turned over to Shelter Managers.	
Shore Intermediate Maintenance Activity			X	X	X	Provide 30 personnel to assist Port Operations in line handling, etc.	
MWR Director for Sewells Point Sub-Region		X				Contact Marina boat owners for removal of boats and prepare Marina for storm conditions.	
MWR Director for Sewells Point Sub-Region			X	X		Deliver 10 boats and seven 5K electrical generators to Special Operations.	
NAVSTA Site Manager, Naval Regional Fire Rescue Hampton Roads				X		If necessary, assist Special Operations with delivering trailored generators to Bldg. U-40 or O-26.	
NAVSTA Site Manager, Naval Regional Fire Rescue Hampton Roads				X	X	Assist Special Operations with delivering (8) water buffaloes to the following locations: N-26, NAVSTA Galley Bldg. I-AA, NAVSTA shelter, CD-2 Disp., CEP-161, Brig, Bldg. B-30, and Naval Support Activity Bldg. NH-95.	

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	V	IV	III	II	I		
NAVSTA PAO	X	X	X	X	X	Liason with NAVSTA CDO and Special Operations to keep NAVSTA Infoline and website up to date on Conditions of Readiness and reporting criteria.	
NAVSTA PAO				X	X	Update Media as necessary with reporting criteria.	
General Manager, Navy Exchange and Commissary Norfolk				X	X	Ensure gas stations are topped off with fuel.	
General Manager, Navy Exchange and Commissary Norfolk				X	X	Provide Commanding Officer, Naval Station Norfolk with recommendations for closing Navy Exchange and Commissary. Close when directed.	
OIC, Branch Medical Clinic				X	X	Provide two qualified emergency medical personnel to the NAVSTA Hurrican Shelter (Bldg. O-26 or U-40) as directed by NAVSTA Special Operations. Have supplies ready to attend to 400 personnel. Establish a Medical Officer Watch at the clinic.	